

VIA AIR MAIL

17 July 1947

Mr. Ben H. Hall  
Chief, Cairo Bureau  
Foreign Broadcast Information Branch  
Cairo, Egypt

Dear Mr. Hall:

Receipt is acknowledged of letter dated 14 June 1947 in answer to ours of 27 May 1947. It is regretted that letter of 21 May 1947 was not received by you prior to receipt of letter of 27 May because if it had been in your possession the resultant misunderstanding would not have occurred. Enclosed is another copy of the letter of 21 May, in the event you have not already received it, and we feel that after you have examined the contents thereof you will be in a better position to accept letter dated 27 May.

Our method of computation shown for each individual in letter of 27 May was for your information and future guidance, as will be noted from the following quotation from letter dated 21 May: "After prior computations on the daily basis have been reviewed and recomputed on the hourly basis, as outlined above, it is highly probable that you and the Disbursing Officer will desire to effect adjustments where necessary". It was further stated that your computations of salary were correct on the basis on which they were made; but if an employee did not render a full 80 hours of duty in a pay period he would be overpaid or underpaid depending upon the day of the week on which he did not work since employees of your office did not work the same number of hours each day of the week. We were fully cognizant of the reason for computations in the manner employed by you and our letter was intended only to call your attention to certain specific cases whereby a discrepancy would be occasioned because of the variance in methods of computation for any action deemed necessary by you and the Finance Officer, and, as has been said before, to be used as a guide in processing subsequent accounts.

With reference to the date of personnel actions, you are advised that an action may be prepared and dated prior to the actual entrance on duty date. However, the effective date of the action and/or date of entrance on duty must be the same. For example: the action prepared by your office for [redacted], could have been dated 1 January 1947, indicating it had been prepared in advance. The effective date of the action would have to be 7 January 1947, authorizing his entrance on duty that date. This is not inconsistent with any previous advice released either in writing or verbally to your office.

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In the case of [ ] we have summarized the personnel history of this employee and have presented it to the Personnel Division and the General Counsel for review. It will not be necessary for you to take any further action in connection with this case until further advised.

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We wish at this time to call your attention to a variance between our letter of 27 May and the instructions issued by you as Chief of the Cairo Mission as it pertains to the monthly accrual of leave for temporary employees. Our statements were based on maximum provisions of (section 6.1 (f) of Executive Order 9414), but there appears to be no objection for allowing and crediting leave to temporary employees in accordance with the directive issued in the Cairo Bureau. The leave account for each temporary employee would be credited with 16 hours of annual leave at the completion of each full month of service and an additional 4 hours credit for each calendar quarter of services rendered.

We will not go into a further discussion of other individual cases cited in your letter of 14 June inasmuch as you furnished the required information to substantiate our records and they were merely cases brought to your attention for discussion with the Army Disbursing Officer.

If in the future we bring to your attention instructions that were previously to have been furnished you and the instructions have not reached your mission, duplicates will be promptly supplied upon receipt of advice to that effect in Washington.

In closing, we want to reiterate that Washington is fully cognizant of the conditions existing insofar as the situation you encountered with the Finance Office is concerned. Such facts were made a part of the inspection report, a copy of which it is understood was recently dispatched to your mission, and was discussed verbally in detail with interested officials.

Should you desire a further discussion of any of the cases outlined in this letter, or previous letters, please advise.

Very truly yours,

[ ]  
Chief, Fiscal Division

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Attachment

[ ] N:hvw  
cc: Saunders via [ ]

File

FPU  
General Counsel  
Personnel Division

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